

**GEORGIA BOARD OF MASSAGE THERAPY
MINUTES OF BOARD MEETING
January 05, 2007**

The Georgia Board of Massage Therapy board meeting was held on January 05, 2007, 9:00am, at The Professional Licensing Boards division offices located at 237 Coliseum Drive, Macon, Georgia.

The following members were present:

Jane H. Johnson, Chairman
Kathy V. Lescak, Vice Chairman
Melony Phillips, Cognizant
Steve Earles

Absent:

Marlene Gaskill, Consumer

Administrative Staff Present:

Brig Zimmerman, Executive Director, Janet Wray, Assistant Attorney General, Becky Adams, Assistant Attorney General (both attended via-video conference), Serena Gadson, Application Specialist II, Pam Candler, Application Specialist, Yvonne LeSane, Application Specialist, Amanda Allen, Board Secretary.

Ms. Janet Wray, Assistant Attorney General, introduced Ms. Becky Adams as the new Assistant Attorney General Representative assigned to the Massage Therapy Board.

Guest Attendee:

Norman J. Klemmer, Massage Envy
Jayson Ausburn, American Professional Institute
Betty Echols, American Professional Institute
Elaine Sterling, International School of Skin and Nails
Ray DeArmond, International School of Skin and Nails
Rachel Tarr, Applicant
Gerald Martin, Georgia Medical Institute
Davie Brown, Georgia Medical Institute
Donna Miller, Georgia Medical Institute

Ms. Johnson established that a quorum of the Board was present and called the Board meeting to order at 9:04 a.m.

Ms. Phillips moved and Mr. Earles seconded and the Board voted to enter into Executive Session in accordance with O.C.G.A. §43-1-2(k) (1) (2), to receive and review information on Applications. Voting in favor of the motion were those present who included Board members Earles, Phillips, Lescak, and Johnson. The Board concluded Executive Session in order to vote on these matters and to continue with the public session.

Agenda:

Ms. Phillips moved, Ms. Lescak seconded and the Board approved the Agenda as proposed.

Public Hearing: 345-8- Board Recognized Massage Therapy Education Program Requirements

Mr. Zimmerman explained to each guest in attendance how the rule process is established and that everyone in attendance would have the opportunity to express their concerns to the Board.

Mr. Zimmerman also informed everyone that all Board Recognized Massage Therapy Educational Programs, approved by the Board, would be listed on the Massage Therapy website for those future students who are interested in distinguishing which Massage Therapy Schools have or have not been approved before applying to a school.

The Board addressed the following concerns presented by the guest in attendance to rule: 345-8-Education Requirements

1. The 50 hours of supervised in-house; on-hand clinical hours includes the preparation of the clinic before and after each client.
2. After July 01, 2007 all Massage Therapy applicants must possess a GED or high school diploma or they will not be approved for a Massage Therapy license, also, all Massage Therapy applicants must have graduated from a Board recognized Massage Therapy education program consisting of a minimum of 500 hours of course and clinical work.
3. All Massage Therapy School Admissions Departments should notify their students that a criminal background check will be completed on all applicants applying for licensure as a Massage Therapist in Georgia. (Please review §O.C. G. A. 43-1-19 for more details)
4. Mr. Zimmerman informed everyone in attendance that the breakdown of the 500 hours of course and clinical work required by the Massage Therapy Board is the minimum amount of hours that the Board is requiring. Any hours, in addition, to the required minimum of 500 hours is at the school or programs discretion.
5. Communication with the local municipalities is an on-going process. The Massage Therapy Board stressed the fact that they do not regulate any business license.
6. All Massage Therapist applying for a business license within the state of Georgia must show proof that they have obtained a Massage Therapy license issued by the Massage Therapy Board. (Please review §O.C.G.A. 36-60-6 for more details)
7. Board defined community area as the area surrounding the teaching environment as well as any hands on "clinical out-reach community programs" which must be supervised.

The Board voted that the formulation and adoption of these rules does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed rules cannot be reduced by a less expensive alternative that fully accomplishes the objectives of the applicable laws as provided by the Attorney General's office.

The Board also voted that it is not legal or feasible to meet the objectives of the applicable laws to adopt or implement differing actions for businesses as listed in O.C.G.A. §50-13-4(3) (A) (B) (C) (D). The formulation and adoption of these rules will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of Massage Therapy.

**NOTICE OF INTENT TO ADOPT A PROPOSED
CHAPTER TO THE GEORGIA BOARD OF MASSAGE THERAPY RULES:
CHAPTER 345-8, REQUIREMENTS - BOARD RECOGNIZED MASSAGE THERAPY
EDUCATION PROGRAM AND NOTICE OF PUBLIC HEARING**

TO ALL INTERESTED PARTIES:

Notice is hereby given that pursuant to the authority set forth below, the Georgia Board of Massage Therapy (hereinafter "Board") proposes a chapter for the Georgia Board of Massage Therapy Rules, Chapter 345-8, Requirements – Board Recognized Massage Therapy Education Program (herein after "proposed chapter adoption").

This notice, together with an exact copy of the proposed chapter and a synopsis of the proposed chapter, is being mailed to all persons who have requested, in writing, that they be placed on a mailing list. A copy of this notice, an exact copy of the proposed chapter, and a synopsis of the proposed chapter may be reviewed during normal business hours of 8:00 A.M. to 5:00 P.M., Monday through Friday, except official State holidays, at the Office of the Secretary of State, Professional Licensing Boards Division, 237 Coliseum Drive, Macon, Georgia 31217. Copies may also be requested by contacting the Board office at (478) 207-2440.

A public hearing will be held at 9:10 a.m. on January 5, 2007, at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217 to provide the public an opportunity to comment upon and provide input into the proposed chapter.

At the public hearing, anyone may present data, make a statement, comment or offer a viewpoint or argument whether orally or in writing. Lengthy statements or statements of a considerable technical or economic nature, as well as previously recorded messages, must be submitted for official record. Oral statements should be presented in person. Written comments are welcome. Such written comments must be legible and signed, should contain contact information from the maker (address, telephone number and/or facsimile number, etc.) and be actually received in the office prior to the close of business (5:00 P.M.) on December 29, 2006. Written comments should be addressed to Mollie L. Fleeman, Division Director, Secretary of State, Professional Licensing Boards Division, Georgia Board of Massage Therapy, 237 Coliseum Drive, Macon, Georgia 31217. Telephone (478) 207-2440 or fax (478) 207-1633.

The Board will consider the proposed chapter for adoption at a meeting scheduled to begin at 9:15 a.m. on January 5, 2007 at the Secretary of State's Professional Licensing Boards Division, 237 Coliseum Drive in Macon, Georgia 31217. According to the Department of Law, State of Georgia, the Georgia Board of Massage Therapy has the authority to adopt a proposed Chapter 345-8 pursuant to authority contained in O.C.G.A. § 50-13-3 and 43-24A-8.

At its meeting on October 27, 2006 the Georgia Board of Massage Therapy voted that the formulation and adoption of this chapter does not impose excessive regulatory cost on any licensee and any cost to comply with the proposed chapter cannot be reduced by a less expensive alternative that fully accomplishes the objectives of O.G.C.A. § 50-13-3 and 43-24A-8.

Additionally, at the meeting, the Board voted that it is not legal or feasible to meet the objectives of O.C.G.A. § 50-13-3 and 43-24A-8 to adopt or implement differing actions for businesses as listed in O.C.G.A. § 50-13-4(a) (3) (A), (B), (C) and (D). The formulation and adoption of this chapter will impact every licensee in the same manner and each licensee is independently licensed, owned and operated in the field of massage therapy.

For further information, contact the Board office at (478) 207-2440.

This notice is given in compliance with O.C.G.A. § 50-13-4.

This the _____ day of _____, 2006.

Mollie L. Fleeman
Division Director
Professional Licensing Boards Division

Posted: _____

**SYNOPSIS OF PROPOSED CHAPTER TO THE
GEORGIA BOARD OF MASSAGE THERAPY RULES;
CHAPTER 345-8, REQUIREMENTS – BOARD RECOGNIZED MASSAGE THERAPY
EDUCATION PROGRAM**

PURPOSE: The purpose of the proposed chapter is to outline the general requirements accepted by the Board regarding massage therapy educational programs pursuant to O.C.G.A. § 50-13-3 and 43-24A-8.

MAIN FEATURES: The main feature of the proposed chapter is to provide information of the acceptable minimum requirements of massage therapy educational programs.

**THE PROPOSED CHAPTER TO THE GEORGIA BOARD OF MASSAGE THERAPY,
CHAPTER 345-8 REQUIREMENTS – BOARD RECOGNIZED MASSGE THERAPY
EDUCATION PROGRAM.**

NOTE: Underlined text is proposed to be added; lined through text is proposed to be deleted.

Chapter 345-8 Requirements – Board Recognized Massage Therapy Education Program

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345-8-.01 Curriculum Requirements

In order to be a Board recognized massage therapy education program, the program must have a minimum curriculum of five-hundred (500) total clock hours of supervised classroom and supervised hands-on instruction. For purposes of this rule, "supervised," means the supervisor is physically on-site, qualified and immediately available. The minimum required subject matter, activities, and the minimum required hours are as follows:

(a) A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in human anatomy, physiology and kinesiology;

(b) A minimum of forty (40) hours of in-class supervised instruction in pathology;

(c) A minimum of two-hundred hours (200) in massage therapy theory, technique and practice, which must include in-class supervised instruction of clinical techniques and hands-on clinical practice and must include, at a minimum, the following subject matters: effleurage/gliding; petrissage/kneading; compression; friction, tapotement/percussion; vibration; direct pressure; superficial warming techniques; pumping; stretching; jostling; shaking; rocking;

(d) A minimum of one hundred twenty-five (125) hours of in-class supervised instruction in contraindications, benefits, universal precautions, body mechanics, massage history, client data collection, documentation, and legalities of massage, professional standards including draping and modesty, therapeutic relationships and communications;

(e) A minimum of ten (10) hours of in-class supervised instruction in ethics and business (to include a minimum of six (6) hours in ethics); and

(f) Of the five hundred (500) total clock hours, the curriculum must include a minimum of fifty (50) hours in supervised student clinical practice, but no more than sixty (60) hours in supervised student clinical practice. Nothing in this rule shall be construed to prohibit a massage therapy school that has a curriculum greater than five hundred (500) hours from having more supervised student clinical practice so long as it has at least four hundred and forty (440) hours of in-class supervised instruction.

345-8-.02 Faculty Requirements

(1) In order to be a Board recognized massage therapy education program, the program must have a faculty that consists of a sufficient number of full and part-time instructors to ensure that the educational obligations to the student are fulfilled. Lab, clinical and community course core (lead) faculty must demonstrate competence in their respective areas of teaching as evidenced by a minimum of 2 years or 2000 hours of experience in their field. Human sciences course core (lead) faculty (anatomy, pathology, physiology) must demonstrate competence in their respective areas of teaching as evidenced by a minimum of 2 years or 2000 hours experience in their field and/or by appropriate degrees/certificates from approved colleges/schools/institutions.

(2) If a school utilizes faculty assistants, in order to be a Board recognized massage therapy education program, it shall establish and maintain policies that set forth qualifications, duties and procedures for use of these personnel. Faculty assistants shall not be used as substitutes or replacements for regular faculty; shall not be responsible for the overall evaluation of any student; and shall work under the direct supervision of approved faculty.

(3) In order to be a Board recognized massage therapy education program, the ratio of students to faculty in the lab/clinical/community area shall not exceed 20 students to 1 instructor with no more than 10 student therapists and 10 students serving as clients. Lecture classes are not subject to this ratio.

(4) On or after June 30, 2007, when student clinical practice is being performed on the general public, the supervising clinical faculty instructor(s) shall hold a current state license, if a state license is required to practice massage therapy in that state.

345-8-.03 Additional Requirements

(1) In order to be a Board recognized massage therapy education program, the program must require that each student have a minimum grade of 70% in order to receive credit/hours in massage therapy related course and clinical work.

(2) In order to be a Board recognized massage therapy education program, the program must maintain a written program, philosophy and objectives.

(3) In order to be a Board recognized massage therapy education program, the program must maintain course outlines or syllabi for all massage therapy courses.

(4) In order to be a Board recognized massage therapy education program, the program must provide a student handbook.

(5) In order to be a Board recognized massage therapy education program, the program must maintain permanent student records that summarize the credentials for admission, attendance, grades and other records of performance.

Authority O.C.G.A. § 50-13-3 and 43-24A-8

Mr. Earles moved, Ms. Phillips seconded and the Board voted to adopt rule 345-8 Education Requirements as proposed. Motioned carried, none opposed.

Announcements:

No announcements

Minutes:

Ms. Phillips moved, Ms. Lescak seconded, and the Board voted to approve the minutes from the November 30th, December 1st, and December 15, 2006 meetings as amended.

Correspondence:

No correspondence

Executive Director Reports:

- 1) Mr. Zimmerman addressed the issue of drafting a policy in reference to releasing investigative information to other requesting state board offices or investigative departments. Stated no information can be released to anyone without the direct permission of the Board or the applicant.

Ms. Lescak moved, Ms. Phillips seconded, and the Board voted to table the development of a policy to release investigative file contents for discussion at a later date and time.

- 2) Mr. Zimmerman addressed the issue of anonymous complaints and whether the Board would like the cognizant to review all anonymous complaints or adopt a policy that states that the Massage Therapy Board will not entertain any anonymous complaints.

Janet Wray, Assistant Attorney General, stated that in order to help reassure the safety of the public, she would advise the Board not to draft a policy on closing all anonymous complaints without reviewing them first.

Ms. Lescak moved, Ms. Phillips seconded and the Board voted not to adopt a policy that entitles them to close and not review any anonymous complaints.

- 3) Mr. Zimmerman addressed having the Board write a policy that upon the review of a "Board Recognized Massage Therapy Educational Program Application" by the Board Educational Representative, if additional information is required, allowing administrative staff to request in writing the additional information. Mr. Zimmerman stated he would work on drafting the policy.

Mr. Earles moved, Ms. Lescak seconded, and the Board voted to review a draft of the policy that allows the administrative staff to request in writing any additional information requested by the Board's Educational Representative.

- 4) Mr. Zimmerman asked the Board to review the instructions on the Application for Licensure in order to better clarify what is acceptable documentation from NCBTMB by the Board documenting that a student successfully passed the NCETM or the NCETMB exam.

Ms. Phillips moved, Ms. Lescak seconded, and the Board voted to adopt the following policy:

An applicant for a Massage Therapy license may show he or she meets the qualifications for licensure by providing "official verification" from the National Certification Board for Therapeutic Massage and Body Work (NCTMB) showing the applicant has passed the National Certification Exam for Therapeutic Massage (NCETM) or the National Certification Exam for Therapeutic Massage and Bodyworks (NCETMB).

Documents that may provide such "Official Verification" consists of, but are not limited to,

- A. An original Candidate Score Report provided to the applicant at the time of exiting the exam.**
- B. An original, "official" score report provided by NCBTMB or their contracted representative.**

C. An original letter identifying the applicant, the examination, and the examination score from NCBTMB on official letterhead either with the NCBTMB seal or the notarized signature of an identifiable NCBTMB official.

- 5) Mr. Zimmerman presented the Board with an update on issued licenses to date: Twenty-eight licenses' were approved and issued, one hundred-thirteen applications are in the pending approval process, and over sixty percent of the applications received have been from the Metro-Atlanta area.
- 6) Mr. Zimmerman addressed the Board in reference to allowing all required references to be notarized by the same notary republic.

Ms. Phillips moved, Ms. Lescak seconded and the Board voted to adopt a policy stating that all references notarized by the same notary republic would be acceptable.

Cognizant Report:

No report

Attorney General's Report:

No report

Applications:

Mr. Earles moved, and Ms. Phillips seconded, and the Board voted to take the following action on the applications presented for licensure:

Applications- Pending Official Transcripts /minimum 500 Clock Hours:

A. G. H.	Pending
M. T.	Pending
M. R. M.	Pending
M. D. T.	Pending
M. F. R.	Pending
P. A. C.	Pending
P. S.	Pending
W. C. E.	Pending
Z. F. J.	Pending

Applications- Approved For Licensure by Official Transcript- 500 Clock Hours:

Anderson, Sabine	Approved
Blount, Ray	Approved
Bolas, Jay Leonard	Approved
Bond, Debbe	Approved
C. M.B.	Approved Pending
Fogg, David W.	Approved
H. J. E.	Approved Pending
Holbert, Scott W.	Approved

Honeycutt, David W	Approved
Irwin, Samuel J.	Approved
K. J. E.	Approved Pending
L. C. A.	Approved Pending
L. R. F.	Approved Pending
M. R. H.	Approved Pending
N. T. C.	Approved Pending
P. A	Approved Pending
R. J. F	Approved Pending
Smith, Evelyn Kristine	Approved
Takeda, Tatsuo	Approved
T. T. M.	Approved Pending
Watts, Teresa Annette	Approved
Williams, Jacqueline Marie	Approved
Williams, Shelsea Jean	Approved
Wirkus, Eugene Allen	Approved
Yamauchi, Yutaka	Approved
Young, Connie Elizabeth	Approved

Applications-Approved Receipt of Official Documentation from NCBTMB

Abbott, Laura Ann	Approved
Boren, Suzanne A.	Approved
Cole, Teresa	Approved

Applications- Pending Verification of Current Membership Into A Professional Massage Therapy Association:

A. K. E.	Pending
F. M. M.	Pending
S. S. E.	Pending
W. C. E.	Pending
W. D. B.	Pending
W. E.	Pending

Applications- Approved For Licensure By Massage Therapy Association:

Bourg, Joan F.	Approved
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Application-Approved By Licensure with Appointment Book, Income Tax, W2:

Gray, Terez	Approved
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Application-Denied Licensure by Appointment Book, Income Tax, W2:

B. C. A	Denied
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Applications-Pending Licensure By Official Verification of State License:

C. J. H.	Pending
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Applications-Approved Licensure By Official Verification of State License:

M. F. J.	Approved Pending
O'Harrow, Teresa –	Approved

Applications-Approved Receipt of Official Documentation from NCETMB (passed/certified)

Jackson, JoAnne –	Approved
K. S. E.	Approved Pending
McKeever, Raleigh –	Approved
Reece, Irene B.	Approved
Segel, Beverley Imerman	Approved
Tarr, Rachel Colcord	Approved
Tavares Jr., Leroy	Approved
Taylor, Linda Berry	Approved

Applications-Pending Receipt of Official Documentation from NCETMB (passed/certified)

S. F. M.	Pending
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Applications- Pending Licensure By Local Government Business License:

L. J. G.	Pending
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Applications-Approved By Licensure By Local Government Business License:

M. B. A.	Approved Pending
Mullis, Rhonda L.	Approved

Mr. Earles moved, and Ms. Phillips seconded, and the Board voted to ratify the following licenses issued between Board meetings following the Board review, who were determined to have met licensure requirements as follows:

License Number	Licensee	Issue Date
MT000015	Dustin, James Raymond	12/15/2006
MT000016	Davis, Letitia Sampson	12/15/2006
MT000017	Herman, Janet M.	12/15/2006
MT000018	Hong, Christopher E.	12/15/2006
MT000019	LaHarpe, Charlene Ann	12/15/2006
MT000020	Kelly, Patricia	12/15/2006
MT000021	Kelly, Yolanda Skydrell	12/18/2006
MT000022	Curtis, Katrina Renee	12/19/2006
MT000023	Sills, Sean Patrick	12/21/2006
MT000024	Sazy, Patricia Lou	12/21/2006
MT000025	Rogers, Patty W.	12/21/2006

MT000026	Caplan, Sandra Levy	12/29/2006
MT000027	Anderson, Emma Lena	12/29/2006
MT000028	Taylor, Katherine Porter	01/03/2007

Ms. Gadson informed the Board that all applications presented with an approved pending status would be issued a license upon receipt of the additional documentation pending, if the documentation meets the licensure requirements.

Additional Items Addressed:

Mr. Earles distributed information pertaining to how other state Massage Therapy Boards drafted, proposed and adopted their policies in reference to advertising as a licensed Massage Therapist. Ms. Jane Johnson suggested that as each Board member begins their research; remember to look for any amendments that might have been adopted after the policy was written.

Rising Spirit School of Massage was approved as a Board Recognized Educational Massage Therapy Program.

Board voted to meet on April 20, June 15, August 24, October 19 and December 14, 2007 in addition to the established scheduled meeting dates as posted.

There being no additional business to discuss, Ms. Phillips moved, Ms. Lescak seconded, and the Board voted to adjourn today's meeting at 4:00 p.m.

Minutes recorded by:

Amanda Allen, Board Secretary

Minutes reviewed and edited by:

Brig Zimmerman, Executive Director

Jane H. Johnson, Chair
Georgia State Board of Massage Therapy

Brig Zimmerman, Executive Director
Professional Licensing Boards Division

These minutes were approved and signed on: _____.